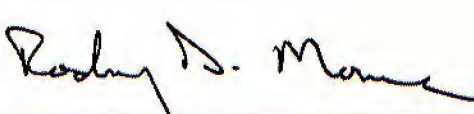


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

**NOTE:** This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or ease in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter <b>1</b>	Number <b>13</b>	Effective Date <b>06/01/07</b>	Review Date <b>2011</b>
Subject <b>HOSPITAL AND EMERGENCY ROOM REGULATIONS</b>		<input type="checkbox"/> New Order  <input checked="" type="checkbox"/> Replaces O.O. 602-6 (08/20/04)	
References VLEPSC OPR.08.02			
 _____ Chief of Police or Designee		06/01/07 _____ Date	

**I. PURPOSE**

The purpose of this Order is to establish the policy and procedure for complying with hospital and emergency room rules and regulations.

**II. POLICY**

It is the policy of the Richmond Police Department to provide the proper guidelines for interacting with hospital and emergency room personnel and complying with rules and regulations.

**III. ACCOUNTABILITY STATEMENT**

*All employees are expected to fully comply with the guidelines and timeliness set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling or disciplinary action is initiated.*

**IV. PROCEDURE****A. General:**

1. Richmond area hospitals have established rules and regulations relative to the responsibility of hospital personnel. Hospital authorities expect police officers to adhere to the standard rules and regulations of each hospital including emergency rooms.
2. Department members shall conduct themselves in a professional manner at all times and shall adhere to all hospital policies.



3. Whenever Department members conduct an interview with a patient, take a report from a patient, photograph a patient or retrieve information from a patient's medical record, the Department member must obtain *prior* authorization from the hospital's designated authority. The Department member shall document *the authorizing party's* name, position, date and time on the *Incident Based Report (IBR)*.
4. Plainclothes personnel shall show identification to hospital personnel when requesting permission to conduct interviews or take reports.
5. No officer shall interfere, in any way, with hospital operations.

B. Hospital Security Procedures:

1. Department members shall ascertain from hospital security personnel the regulations regarding the carrying of firearms to any mental ward section of the hospital. Department members shall adhere to the hospital's regulations, unless extraordinary circumstances dictate otherwise.
2. Department members shall advise hospital security whenever a criminal warrant is to be served on any person in the hospital or whenever a person who is to be civilly committed is being transported to the hospital.
3. Department members shall advise hospital security whenever a patient undergoing treatment or admission is "high-risk", i.e. patient that is charged with a violent crime has pending charges or is placed under arrest, or if there is the possibility of a suspect coming to the hospital to injure/kill an employee or a patient.

C. *All employees shall refer to General order 6-17, Handling Mentally Ill Persons, for specific protocol.*

D. *Officer/Supervisor responsibilities:*

1. *If the officer is detained or anticipates being detained at the medical facility for more than one (1) hour, he/she must contact their immediate supervisor and fully explain the circumstances of the delay as well as the expected additional delay time.*
2. *The immediate supervisor shall make every effort to accompany the officer if detainment is greater than one (1) hour.*
3. *The officer must notify his/her immediate supervisor whenever a mental subject is hospitalized.*
4. *The officer shall notify the Department of Emergency Communications (DEC) if a change of location is necessitated.*

V. ROLES AND ACCOUNTABILITY

*Department members shall:*

1. *Maintain a professional manner;*
2. *Adhere to all hospital policies;*
3. *Provide identification to hospital personnel if in plain clothes;*
4. *Obtain hospital authorization prior to conducting an interview, taking a report, photographing or retrieving patient information;*
5. *Record information obtained from hospital authority on the IBR;*
6. *Advise hospital personnel regarding criminal warrants and/or civil commitments;*
7. *Advise hospital personnel regarding high-risk and/or potentially violent patients;*
8. *Adhere to procedures in General Order 6-17, Handling Mentally Ill Person, when applicable;*
9. *Contact supervisor when handling a mentally ill subject;*
10. *Contact supervisor when detainment is greater than one hour;*
11. *When in a supervisory position, make every effort to avail him/herself to assist officer if detainment is greater than one hour; and,*
12. *Contact DEC when location changes are required.*

VI. FORMS

*None*